



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

APR 24 2014

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

Djordje Padejski
1400 65th St, Suite 200
Emeryville, CA 94608

Dear Mr. Padejski:

I am responding to your Freedom of Information Act (FOIA) request (EPA-HQ-2013-003789) for a copy of EPA Headquarters visitor's log database in a computerized format (CSV file) for the period of January 2008 to present. You indicate that you would like to receive, among other things, the name of the visitor, the date of the visit, the date of the appointment, the name of the person being visited, and a general description of the reason for the visit.

The EPA does not maintain a visitor's log database with all the information that you have requested. For security purposes, the agency's building entrance guards maintain a daily paper "Visitor Sign-In Register" that contains some general information, such as the time and purpose of the visit and an escort name. We do not record the names of persons being visited nor a detailed description of the reason for the visit. In addition, some of these names include employees who may have forgotten their badges and are required to sign in. These paper logs are kept for a limited time before disposal and are not available since January 2008. For your information, we have scanned and are providing 100 pages of these logs.

Under the FOIA, you have the right to appeal this determination. EPA must receive your appeal within 30 calendar days from the date of this letter. The agency will not consider appeals received after the 30 calendar day limit. The appeal must be in writing and should include the HQ-2013 tracking number assigned to your request (above), copies of your initial request and the response letter from the agency, and the reasons for your appeal. You may submit your appeal letter by U.S. Postal Service mail, courier or hand delivery, fax or email. For quicker handling, please mark the appeal letter and envelope, "Freedom of Information Act Appeal."

Mailing address:

National Freedom of Information Officer
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW (2822T)
Washington, D.C. 20460

Courier and hand delivery address:

National Freedom of Information Officer
U.S. Environmental Protection Agency
1301 Constitution Avenue, NW, Room 6416 West
Washington, D.C. 20004

Fax: (202) 566-2147; email: hq.foia@epa.gov

Sincerely,

A handwritten signature in cursive script, reading "Edna Reynolds".

Edna Reynolds, PMP

Acting Chief, Security Operations Branch